



King County
PROJECT ASSISTANT
DEPARTMENT OF TRANSPORTATION/TRANSIT DIVISION
DESIGN & CONSTRUCTION SECTION
Hourly Rate Range \$16.42 - \$21.36 (2001 Rates)
Job Announcement No.: 04AB3797
OPEN: 01/14/04 CLOSE: 01/28/04

WHO MAY APPLY: This position is open to general public.

WHERE TO APPLY: Required forms and materials must be sent to: 201 S. Jackson Street, MS KSC-TR-0419, Seattle, WA 98104. Applications must be received by 4:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Adrienne Bunney at (206) 684-1087 for further inquiries. **PLEASE NOTE:** Applications not received at the location and by the closing date and time specified will not be processed.

FORMS AND MATERIALS REQUIRED: [King County application form](#), resume and a letter of interest detailing your background and providing examples that describe how you meet or exceed the qualifications.

WORK LOCATION: King Street Center, Downtown Seattle, 201 S. Jackson Street

WORK SCHEDULE: The work week is normally 8:00 a.m. to 5:00 p.m. Monday through Friday. This position is non-exempt from the provisions of the Fair Labor Standards Act and is overtime eligible.

PRIMARY JOB FUNCTIONS: This position is responsible for developing and managing real property and environmental records retention, indexing and data collection systems. Additionally, responsible for providing research and document/contract preparation support for the real estate and environmental planning units. Provide general administrative support to the Transit Real Estate and Environmental Planning Supervisor including, but not limited to, assisting with workload forecasting, budgeting and tracking systems and responding to internal and external inquiries. Primary job duties include:

- In coordination with other records managers, develop and implement conventions for retention of and access to paper and electronic real property and environmental records including design of searchable data base index system.
- Assist with development of new data entry system for property information.
- Research and obtain plans, procedures, studies and project files pertinent to design and construction of transit facilities.
- Research laws and regulations of various local, state and federal jurisdictions including, but not limited to, permit and other requirements related to design and construction of transit facilities.
- Research property records including, but not limited to, official assessor's and tax records.
- Assist with environmental or demographic research including, but not limited to, field testing and documentation.
- Assist with development, implementation and maintenance of environmental and real property policies and procedures.
- Draft technical and other documents including, but not limited to, assistance with requests for proposals, real estate contracts and technical reports.
- Assist with electronic development of project-specific and operating budgets and supporting materials.
- Monitor, prepare and process checks from revolving fund and pay all invoices including permits and other expenses.
- Develop, monitor and maintain data tracking system for permits and leases.
- Perform various administrative tasks as directed.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE
FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

QUALIFICATIONS: Two years of college level training and three years of increasingly responsible experience working in the area(s) of real estate or land use/environmental, paralegal and/or records management or the equivalent combination of education and experience is required. Additional qualifications include:

- Excellent oral and written communication skills including, but not limited to, experience drafting contracts and other legal documents and technical reports.
- Knowledge of basic research techniques including, but not limited to, legal research, public records research and research of real estate records.
- Demonstrated experience in developing and implementing legal and other records retention systems and knowledge of records management principles and processes.
- High level of working knowledge of computer programs including Microsoft Word, Excel, E-change (formerly Motiva), File Maker Pro, word and data base management programs, as well as software options for scanning documents.
- Knowledge of real estate, land use and environmental principles and practices.
- Demonstrated analytical skills and attention to detail, as well as ability to organize work, think logically and work on a number of projects simultaneously.
- Mathematical calculation skills and knowledge of financial principles and practices, including basic budgeting principals and processes and financial management computer systems such as IBIS and IVIS.
- Demonstrated experience in working with and establishing and maintaining effective working relationships with a diverse group of individuals including elected officials, business and community leaders, all levels of agency staff and the general public.
- Ability to work under pressure with changing priorities.
- Knowledge of and experience in providing administrative support functions for technical and/or professional staff.
- A valid Washington State driver's license or the alternate ability to travel around the County in a timely manner is required.

SELECTION PROCESS: Applicants meeting qualifications will be screened based on clarity, completeness, and content of their application materials. Select applicants may be invited to participate in an exam that tests computer skills and will also include examples of situations encountered by this position. A selection panel will interview the most competitive candidates who have passed the exam.

UNION REPRESENTATION: This position will be represented by the Technical Employees Association.

CLASS CODE: 231601